

Tempe Center for the Arts



Weddings and Receptions

The **Tempe Center for the Arts** (TCA) is one of the finest venues in Arizona for a stunning and dramatic wedding – a jewel in the crown of a city known for its support of the arts. The TCA is located on the southwest end of Tempe Town Lake and resides in a beautifully landscaped 17-acre lakeside art park with an event amphitheater developed by Design Workshop, a Tempe landscape architecture firm.

The magnificent Tempe Center for the Arts facility was designed by Tempe-based Architekton and award-winning Barton-Myers Associates of Los Angeles. The 88,000 square-foot facility features an outdoor patio, art gallery and the ultimate room with a view—Lakeside – which overlooks Tempe Town Lake, the Papago Buttes and Camelback Mountain.



Lakeside Wedding Package

For parties up to 180 guests

Lakeside Wedding Package - \$3,000

Lakeside Ceremony - \$500

Lakeside Reception - \$2,750

Included in ceremony package

- One-hour rehearsal the day before your event at 5 p.m.
- Bridal dressing room
- Up to 180 white ceremony chairs
- Portable speaker system with one wired microphone
- Ceremony attendant to assist with rehearsal and ceremony

Included in reception package

- Up to six cocktail tables for cocktail hour
- 6-foot banquet tables for head table, gifts, seating cards, cake, DJ and choice of 72-inch round or feasting tables for guests
- 15-foot x 15-foot dance floor (Lakeside/Studio only)
- Complimentary parking

NOT Included in the package

- Catering (food/beverage) — there are four exclusive choices available
- Decorations
- Linens (you may secure through caterer)
- Wedding planner
- Full use of entire facility — other events may be taking place at the same time within the building
- Additional hours — may be reserved for an additional fee of \$400 per hour

Options

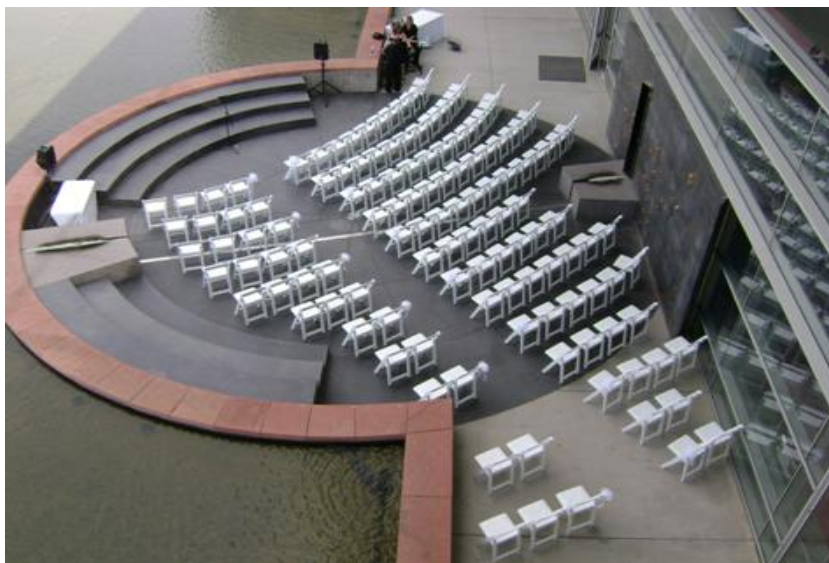
- Gallery viewing may be available on select dates for an additional fee of \$50

Note: Ceremony and reception and reception-only packages are six hour rentals with three hours of preparation and one hour of clean-up time included. Please inquire about holiday rates.

LAKESIDE WEDDING PACKAGE VENUES

Ceremony Location

North Patio
Capacity: 180



Cocktail Hour Location

Lakeside Landing
Capacity: 180



Reception Location

Lakeside
Capacity: 180





Intimate Wedding Package

For parties up to 50 guests on select dates only

Intimate Wedding Package - \$1,000

Intimate Ceremony - \$500

Intimate Reception - \$750

Included in ceremony package

- One-hour rehearsal the day before your event at 5 p.m.
- Bridal dressing room
- Up to 50 white ceremony chairs
- Portable speaker system with one wired microphone
- Ceremony attendant to assist with rehearsal and ceremony

Included in reception package

- 6-foot banquet tables for head table, gifts, seating cards, cake, DJ and choice of round or feasting tables for guests
- Complimentary parking

NOT Included in the package

- Catering (food/beverage) — there are four exclusive choices available
- Decorations
- Linens (secure through caterer)
- Dance area — due to the limited size of the venue
- Wedding planner
- Full use of entire facility — other events may be taking place at the same time within the building
- Additional hours — may be reserved for an additional fee of \$120 per hour

Options

- Gallery viewing may be available on select dates for an additional fee of \$50

Note: Ceremony and reception and reception-only packages are six hour rentals with three hours of preparation and one hour of clean-up time included. Please inquire about holiday rates.

INTIMATE WEDDING PACKAGE VENUES

Ceremony Location

Rooftop Terrace

Capacity: 50



Ceremony Location

Sculpture Garden

Capacity: 50

Note: Entrance through Gallery
\$50 fee for gallery attendant



Reception Location

201 Lounge

Capacity: 50



OPTIONAL VENUE LOCATIONS*

Parkside Plaza

Capacity: 180

Can be used for

- Ceremony



East Breezeway

Capacity: 180

Can be used for

- Ceremony
- Cocktail hour



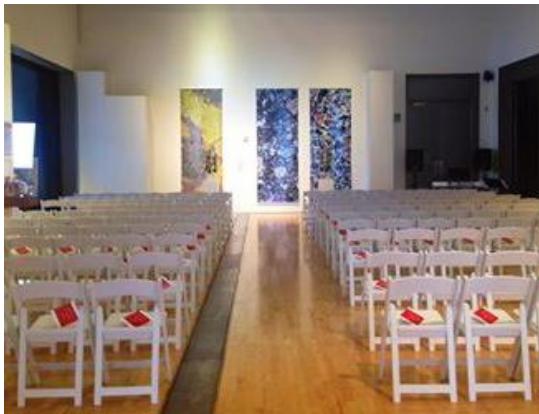
Gallery

Capacity: 120

Can be used for

- Ceremony
- Weather backup

Note: Venue layout changes with each exhibit
\$50 fee for gallery attendant



Studio

Capacity: 180

Can be used for

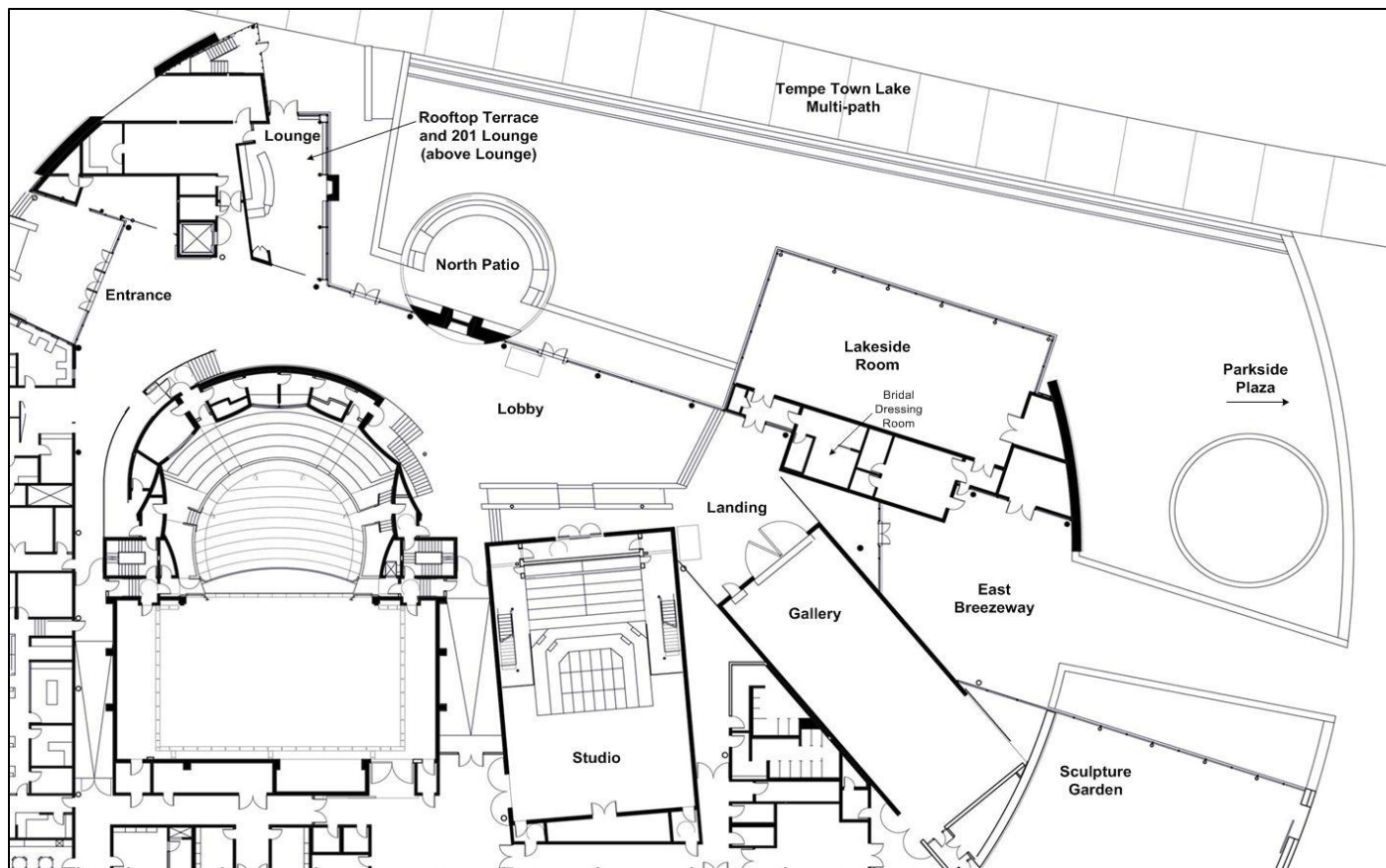
- Summer ceremony
- Summer reception

Note: \$500 surcharge for floor conversion



**Please contact event manager for use of these spaces*

VENUE LOCATIONS



EXCLUSIVE CATERERS

 <p>Lori Brasfield 480-898-8848 questions@arizonacatering.com arizonacatering.com</p>	 <p>Alice Palmer 602-242-8185 tcaevents@atlastacatering.com atlastacatering.com</p>
 <p>Chantal Hause 602-267-1818 info@fabulousfoodaz.com fabulousfood.net</p>	 <p>Melissan Falcone 480-921-3150 tcaevents@santabarbaracatering.com santabarbaracatering.com</p>

Alcohol: All alcohol must be purchased through Atlasta Catering; however, you may select a second catering service for your food choice, if desired.

FREQUENTLY ASKED QUESTIONS

Venue

Q: Can the Tempe Center for the Arts accommodate more than one event at a time?

A: The Tempe Center for the Arts often plays host to multiple events throughout the facility. TCA staff will work with all parties to ensure the integrity of the events and offer smooth transitions between spaces. Please note that the lobby area is a common area shared by multiple events.

Q: Is there parking?

A: Yes. There are about 325 complimentary parking spaces in the lot to the west of the facility. This lot is used for all events that are happening in the facility; however, there is an auxiliary lot if needed.

Q: Is a wedding planner required?

A: Having a wedding planner is not required, but is recommended.

Q: Does the TCA provide linens for the reception?

A: No. You may provide your own or obtain through any vendor.

Q: May I have candles for decorations?

A: No open flame is permitted inside the center; however, you may substitute with battery-operated artificial candles if desired.

Q: May I have hanging decorations in the Lakeside Room?

A: No. The higher volume of events we have each year has made it more difficult to accommodate hanging requests both in terms of staffing and room availability. We generally need time in the space the day before and the day after for installation and removal of the items. However, decorations are permitted on the ground level. Examples include up-lighting, light trusses and creative table décor.

Q: What may be used to celebrate the send-off?

A: The TCA allows guests to celebrate with sparklers, glow sticks, bubbles and flower petals. Rice, birdseed, popcorn, glitter and confetti are NOT permitted.

Q: Do you permit smoking?

A: Smoking is permitted outside in the designated smoking areas only.

Q: What about noise around the facility?

A: Tempe Center for the Arts is located within a developing urban area and along the flight path of Phoenix Sky Harbor International Airport. The facility was designed to filter out these specific noises, and there will be little to no impact on events taking place inside. If an outside venue is selected for any part of your event,

noise may be a factor to consider. The flight plan normally passes the building on the south side, however, air traffic control changes can reroute the air traffic closer to the north side. Please be aware that all air traffic, construction and facility (e.g. air-conditioning) noise cannot be changed or altered to accommodate an event.

Food and Beverage

Q: Are there restrictions on caterers or other vendors?

A: Yes. Arizona Catering, Atlasta Catering, Fabulous Food and Santa Barbara Catering are the exclusive TCA caterers and are more than happy to assist you with all of your food and beverage needs. Please contact any of the four catering companies for menus and information. Regarding vendors not involving food or beverages, you are welcome to use the vendor of your choice (i.e. floral arrangements, photography, music, other decorations and more).

Q: Can we bring our own food?

A: No outside food is permitted at the TCA. Please select from approved caterers for food and beverage needs.

Q: What is the alcohol policy?

A: All alcohol must be purchased through and served by Atlasta Catering. Outside alcohol is not allowed for consumption, decorating or as gifts in any area of the Tempe Center for the Arts. Atlasta Catering has a wide array of choices and will help you with all of your liquor related needs.

Insurance

Q: Does TCA require a certificate of insurance for wedding rentals?

A: Yes. A certificate of insurance is an informational document that provides proof of insurance coverage. The certificate must be received 30 days prior to your event.

Q: How do I ask my insurance provider for a certificate of insurance?

A: Please ask your insurance provider for a certificate of liability insurance for a special event. Please refer to the sample COI document for specific dollar amounts and language needed on the certificate.

Q: If I do not have an insurance provider, whom should I contact?

A: If you are planning a family event, you or a parent may be able to use his or her homeowner's policy. In other situations, a separate policy can be purchased from most insurance companies. Although the TCA cannot recommend any one company, certificates of insurance have been acquired from *wedsafe.com*, *wedsure.com*, or *theeventhelper.com*. Feel free to shop around for pricing.

Q: How much should a certificate of insurance cost?

A: The cost of obtaining a certificate of insurance will vary by provider and event. Budget for around \$200.

Q: Can I purchase a certificate of insurance from the city of Tempe?

A: The city of Tempe is not an insurance provider and cannot supply a certificate of insurance for any private event.

Booking and Payment

Q: How do I book a date?

A: A signed license agreement and 25% deposit are required to formally book a date. Please contact the event coordinator for a wedding application.

Q: May I pay the deposit using a credit card?

A: The Tempe Center for the Arts only accepts checks for deposits, balances and other payments.

Q: To whom should my check be made payable?

A: Please make checks payable to "City of Tempe – TCA."

Q: When will I be required to pay the final balance?

A: The balance must be paid in full 30 days prior to your event.

Q: May I make periodic payments on the balance due?

A: Though not required, periodic payments may be made prior to the event, as long as the full balance is received 30 days before the event date.

Q: Is the deposit refundable?

A: You can receive a full refund if cancellation occurs more than 120 days prior to the event. Within 120 days partial refunds are available per the operating policies. There is also a \$250 cancellation fee.

Q: Does TCA offer any discounts for weekdays or holidays?

A: Holiday dates may be available for an additional booking fee. There are no discounted days or general discounts available.

For information on weddings or to book a date, contact:
Seth Willey ■ 480-350-2814 ■ seth_willey@tempe.gov